

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)  
OVERSEAS PROGRAM CENTER EUROPE, AFRICA, CENTRAL  
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY  
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**



Announcement No.	33191-201244-KS
Position Title	<b>INGEGNERE ELETTRICO, Q-0850-Q2/Q1 OR Q-0850-Q1</b>
Salary Range	Q-Q2: Euro 3,544.81 – 3,902.99 per month plus applicable allowances Q-Q1: Euro 3,866.14 – 4,241.24 per month plus applicable allowances
Closing Date	<b>28 MAR 2022</b>
Work Schedule	Full-Time Permanent
Job Location	Naval Facilities Engineering Europe, Africa & Central (NAVFAC EURAFCENT) Capodichino, Naples, Italy

<b>Notes</b>	<p><b>The application form has been revised as of 01 Oct 2021, and any prior version will not be considered. Candidates must electronically submit a revised application form via e-mail to: <a href="mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil">HRO_NAPLES-LN_JOBS@eu.navy.mil</a>.</b></p> <ol style="list-style-type: none"> <li><b>Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application.</b></li> <li><b>In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).</b></li> <li>Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.</li> <li>Selectee will be required to favorably pass a security background check as a condition of employment.</li> <li>(For ALL external) In accordance with current Italian legislation, all Host Nation employees are required to possess a COVID19 Green Pass to access the U.S. bases in Italy. (In conformità con la vigente normativa Italiana, tutti i dipendenti non statunitensi hanno l'obbligo di possedere il Green Pass COVID19 per accedere alle basi USA in Italia.)</li> <li><b>Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in ENGLISH.</b></li> <li>The applicant must possess a valid driver's license. <u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u></li> <li>Overnight travel away from the normal duty station and Air travel will be required.</li> <li>Occasional overtime is required.</li> <li>Professional registration as an Electrical Engineer in Italy is required for the grade Q-Q1 and desired for grade Q-Q2.</li> </ol>
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<b>Who May Apply</b>	<b>Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.</b>
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<b>Description of Duties</b>	At the full performance level, the incumbent provides electrical engineering and design services to all activities and tenants for a broad range of facilities, served by Naval Facilities Engineering Europe, Africa & Central (NAVFAC). Also the incumbent provides interpretations and application of host nation laws, norms and regulations in support of the planning, design and construction of Department of Defense (DOD) and NATO facilities in Italy. Performs design analyses and calculations for electrical projects and is responsible for the preparation of final detailed working drawings, comparative cost analysis, Request for Proposals (RFPs), and project specifications for a wide variety of facility types such as housing, clubs, maintenance shops, dining facilities, administration buildings, command and control centers, hangars, medical facilities, towers, and waterfront/harbor structures. Develops complex designs and analyses utilizing advanced electrical engineering software. Makes site investigation field trips to project sites, to collect all pertinent data and refine or develop project scope by inspection of existing conditions and through meetings with sponsoring activity. Performs Quality Assurance reviews of drawings, specifications, calculations, cost estimates, and studies prepared by private architectural and engineering (A/E) design firms. Prepares statements of work, government estimates of fee, develops pre-negotiation position and assists in negotiations. Serve as the Contracting Officer's Representative (COR) or as a Technical Point of Contact (TPOC) assisting the COR in administration, oversight and performance assessment of contracts. Provides post construction award services (PCAS) including review and approval of contractor's submittals; when necessary, visits construction sites to resolve construction issues. Makes recommendations for corrective/preventative measures as appropriate, and prepares sketches or change order drawings, cost estimates and specifications.
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<b>Qualification Requirements</b>	<p><b>All eligibility and qualifications must be met by the closing date of this announcement. Please visit <a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf</a></b></p> <p><b>BASIC EDUCATION REQUIREMENT:</b> “Laurea Magistrale” or “Laurea Specialistica” or “Diploma di Laurea” or equivalent in an appropriate planning, engineering, architecture or landscape architecture discipline. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. Professional registration as engineer “Iscrizione all'albo degli ingegneri” is required for the grade Q-Q1 and desired for the grade Q-Q2.</p> <p><u>To receive credit, you must fill out the required fields on the “Employment Application” form.</u></p> <p><b>EXPERIENCE-Q-Q2:</b> In addition to meeting the basic entry requirements above, applicants must possess One (1) year of specialized experience equivalent to the Ua-01 grade level or equivalent experience in the private or public sector that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.</p> <p><b>EXPERIENCE-Q-Q1:</b> In addition to meeting the basic entry requirements above, applicants must possess One (1) year of specialized experience equivalent to the Q-Q2 grade level or equivalent experience in the private or public sector that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.</p>
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	<b>HOW YOU WILL BE EVALUATED:</b> In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form.
<b>Application Status</b>	Status updates will be provided by position at the following website: <a href="https://www.cnmc.navy.mil/regions/cnreura/cent/about/job_openings/LocalNationalVacancies.html">https://www.cnmc.navy.mil/regions/cnreura/cent/about/job_openings/LocalNationalVacancies.html</a>
<b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b>	

Revised OCT 21

**INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)**

**SUBMISSION OF EMPLOYMENT APPLICATION**

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. HRO will NOT accept "hard copy" applications. Submit your application to: [HRO\\_NAPLES-LN\\_JOBS@eu.navy.mil](mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil).

In the **SUBJECT LINE** of the e-mail, indicate **LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk)**.

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:  
[https://www.cnlic.navy.mil/regions/cnreuraftcent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnlic.navy.mil/regions/cnreuraftcent/about/job_openings/LocalNationalVacancies.html)

The new application form may be downloaded from:  
[https://www.cnlic.navy.mil/regions/cnreuraftcent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnlic.navy.mil/regions/cnreuraftcent/about/job_openings/LocalNationalVacancies.html)

Applications for white-collar positions (Ua) must be completed in English.

Applications for blue-collar positions (Uc) may be completed in Italian or English.

**EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY HRO:**

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- **The candidate's signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and DATE.**

**WHO MAY APPLY (AREA OF CONSIDERATION)**

- Citizens of a member state of the European Union.
- **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.** Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

**QUALIFICATION REQUIREMENTS**

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, e.g. expiration dates as applicable, are reported in the appropriate block on the application form.

**Work experience:** Candidates must describe in **detail**, in their own words, any work experience related to the job vacancy and must specify:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer's name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

**Typing Proficiency:** Self-certify your typing proficiency in the appropriate block on the application indicating your typing speed when a "qualified typist (O/A)" certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills may be subject to verification.

**Education:** List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered. Educational documents obtained outside the European Union (EU), with the exception of the U.S.A., must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. Foreign language documents must be officially translated into either the English or Italian language. Graduate College or University level education is education beyond the Italian "Laurea 1 livello" or equivalent.

**VERIFICATION OF DOCUMENTS**

In case of selection, candidates **MUST** provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**NOTES**

- Employment of relatives is restricted in accordance with NAVSUPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- "Local National" refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.

